

## **Sample Letter for Contacting Patients for Case Investigation (Print on Local Board of Health Letterhead)**

[Date]

[Name of Case]

[Address]

Dear [Name of Case or Parent/Guardian if applicable]:

I am writing to you in regards to recent laboratory test results or other medical information that you should have received from your healthcare provider indicating an infectious condition. I work with the [name of town/city] Board of Health [or other applicable contracted agency such as a VNA]. As part of my job, I provide education, answer questions and obtain information about certain diseases that are reportable by law and regulation.\*

I would like to speak to you about your medical condition to provide information to you, as well as to obtain some additional information. I have left several phone messages for you, and have not been able to speak to you directly. All of the information that we receive from you or your healthcare provider is **STRICTLY CONFIDENTIAL**. The main purpose of collecting this information is to provide education, prevent further cases and plan public health programs.

Please contact me at your earliest convenience so that we may discuss this matter further. If your healthcare provider has not yet discussed this with you, I would encourage you to call him/her or make an appointment as soon as possible.

I can be contacted at [your number(s) here], on [include any relevant schedule information]. I look forward to discussing this matter with you and will be happy to answer any questions that you may have.

Sincerely,

[Your name and signature]

\* Massachusetts General Law (MGL) Chapter 111, Sections 6, 7, 111 and 112 give the Massachusetts Department of Public Health (MDPH) authority to define what diseases shall be regarded as dangerous to the public health and to require the reporting of such diseases. Under this authority the MDPH has established regulations making certain diseases reportable to local boards of health (*105 CMR 300.000: Isolation and Quarantine Regulations*). These regulations outline reporting requirements and control measures that apply to both confirmed cases of such diseases and contacts of confirmed cases. The local board of health is required to collect information for the MDPH and implement control measures.